

**WAC 198-14-090 Costs of providing copies of public records. (1)**

There is no fee for inspecting public records. ELUHO may charge for providing public records or waive charges for providing public records. ELUHO will charge using the fees listed under RCW 42.56.120 and will maintain a fee schedule on its web site.

(2) There will be no charge for emailing electronic records to a requestor, unless another cost applies.

(3) ELUHO has determined calculating the actual costs for providing public records is unduly burdensome for the following reasons:

(a) The level of effort, supplies, and shipping costs incurred by ELUHO vary widely for each records request and are unique to each records request;

(b) Recordkeeping needed to capture all allowed costs unnecessarily increases ELUHO's administrative overhead; and

(c) Determining actual costs for each records request within the statutory response time frame requires a greater than normal level of administrative resources.

(4) Before beginning to make the copies, the public records officer or designee may require:

(a) A deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor.

(b) The payment of the remainder of the copying costs before providing all the records; or

(c) The payment of the costs of copying an installment before providing that installment. ELUHO will not charge sales tax when it makes copies of public records.

(5) Payment may be made by cash, check, or money order to ELUHO.

[Statutory Authority: RCW 42.56.120. WSR 19-11-103, § 198-14-090, filed 5/21/19, effective 6/21/19. Statutory Authority: RCW 42.56.040, 43.21B.005, 43.21B.090, and 36.70A.270(7). WSR 12-03-042, § 198-14-090, filed 1/10/12, effective 2/10/12.]